

How to Make an Appointment

- Go to <https://utk.mywconline.com>. (First-time users must register for a **free** account.)



**Judith Anderson Herbert
 Writing Center**
 First visit? Register for an account.
 Returning? Log in below.
 Email Address
 Password
[AVAILABLE SCHEDULES](#)

- Select the appropriate schedule. (*Wondering whether a video- or email-based appointment is best for your writing situation? Consider [this guidance](#).*)

- **Undergraduate Video-Based General Writing Help**
- **Undergraduate Email-Based General Writing Help**
- **Graduate Student Writing Help** (video only)
- **Application Materials Help** (video only)
- **ESL Writing Help** (video only; for undergraduate and graduate students whose first or strongest language is not English)

- Change the week as desired (at the top of the screen). Currently, appointments may be made up to 7 days in advance.
- Available times are shown in white boxes. **All times are listed in Eastern time.** Choose the time you prefer. An appointment box will pop up. (If not, allow pop-ups from WOnline).

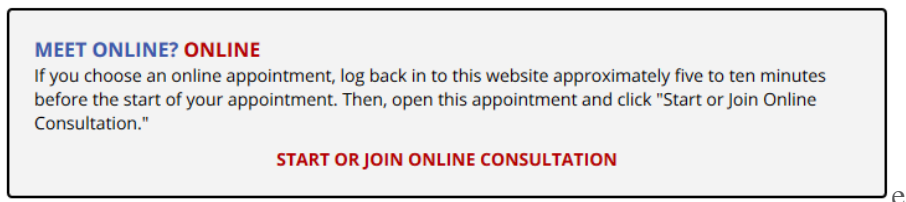
Mar. 24: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm
Anita ✓ ONLINE ONLY					
Anne L ✓ ONLINE ONLY					

- Answer all requested questions. **Provide as much detail as possible** about your writing situation and what you'd like help with.
- You MUST attach a draft in advance of the appointment start time if you have an email-based appointment.** Scroll to the bottom of the appointment box to see the attachment option. (If you're not ready to attach a draft at the time you make your appointment, just be sure to do so sometime BEFORE the start time of your appt.)
 - For video appointments, you can attach documents anytime before or during your appointment.
 - We also recommend attaching your assignment if you have a Word or PDF version of it.
- Click "Create Appointment."
- Read the confirmation and reminder emails you receive.

How to Attend Your Appointment

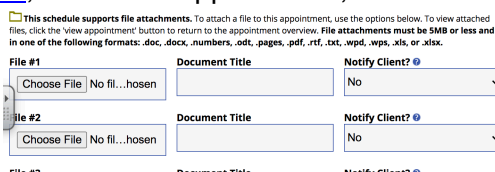
Video-based appointments:

- Log in at <https://utk.mywconline.com> a few minutes before your appointment. Appointments are listed in Eastern time, so you must make the adjustment if you're in a different time zone.
- Open your appointment box, and **click "Start or Join Consultation."** Allow camera and microphone access to WOnline.



Email-based appointments:

- **UPLOAD your draft IN ADVANCE of the appointment start time** (Eastern time) and make sure you have provided specific details about your assignment and what you want help with, so that we will know what feedback to give you. Email-based appointments without documents attached are considered “Missed”/“No Shows.”
 - To attach a draft anytime before your appointment, open your appointment box at <https://utk.mywoconline.com>; click “Edit Appointment,” and attach one or more files.



- About 30 minutes after the appointment start time, you will receive feedback via email on your document.

Cancel in Advance if You Cannot Make It

If you cannot make it, **cancel your appointment at least 1 hour in advance.** To cancel: log in, click on your appointment, and click “Cancel this Appointment.”

- Students who miss more than 3 appointments without canceling ahead of time will not be able to continue to make appointments.

Please contact us at writingcenter@utk.edu with any questions.